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# Request for Proposals

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Mitigation Planning,  
Grant Preparation &  
Administrative  
Services

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City of Gulfport, MS

Date: July 19, 2012

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**Purchasing Department  
1410 24<sup>th</sup> Avenue  
Gulfport, MS 39501**

**July 19, 2012**

**Request for Proposals  
For  
Mitigation Planning, Grant Preparation and Administrative Services  
Gulfport, MS**

The City of Gulfport, MS is seeking qualified individuals and/or firms with experience in Mitigation Planning, Grant Preparation and Administrative Services.

**I. INTRODUCTION**

The City of Gulfport, MS proposes to evaluate proposals for the 5-year update to the City of Gulfport's Hazardous Mitigation Planning Grant, 2007.

**II. STATEMENT OFWORK**

The contractor will be responsible for developing the update to the Gulfport Hazard Mitigation Plan which is for the protection of life and property of Gulfport citizens and visitors through Hazard Mitigation measures designed to enhance prevention and preparedness for identified hazards, to minimize the impact of identified hazards on life and property, and to reduce recovery time when hazards do occur in accordance with 44CFR 201.6 and other applicable regulations. The following is a detailed description of the Scope of Work:

- A. Prepare a resolution for the creation and appointment of a Hazard Mitigation Planning Council and the Flood Hazard Mitigation Planning Council.
- B. Prepare a development schedule that will include the following:
  - 1. City Council meetings and workshops.
  - 2. Hazard Mitigation Planning Council meetings.
  - 3. Flood Hazard Mitigation Planning Council meetings.
  - 4. Neighborhood/public meetings.

C. Involve the Public

1. Identify and involve the following categories of people in the planning process:
  - a) Owners and renters of flood-prone homes and properties affected by other hazards.
  - b) Representatives of homeowner or neighborhood organizations.
  - c) Managers of affected facilities, such as businesses, power stations and schools.
  - d) Land developers, real estate agents, lenders and others who are affected by the hazards.
  - e) Local councils or associations.
    - (1) Specifically identify who these people are.
    - (2) Ask them to participate in some of the following ways:
      - i. Serve on or send a representative to the Planning Committee.
      - ii. Invite them to those meetings that address the issues that are most important to them.
      - iii. A chance to review the draft plan.
2. Conduct one or more meetings to obtain public input (from affected areas) on problems and solutions.
3. Plan activities to explain planning process and encourage the public input.
4. Obtain written comments and recommendations from neighborhood advisory groups, homeowners' associations, parent-teacher organizations, or similar organizations that represent the public in the affected areas.
5. Conduct a City Council Workshop on the draft Plan.
6. Submit public notice of draft Plan at least two weeks prior to being submitted to the City of Gulfport for approval.

D. Coordinate with other agencies

1. Involve public agencies and private organizations.
2. Contact other agencies in writing (Soil and Water Conservation District, U.S. Department of Agriculture, U.S. Army Corps of Engineers, Bureau of Marine Resources, Naval Construction Battalion Center, etc.) for their input in the planning process.
3. Meet with those agencies that will have the most impact on the community's hazards and review common problems, development policies, mitigation strategies, inconsistencies and conflicts in policies, plans, program and regulations.
4. Review the community's needs, goals and plans for the area.

E. The Public Information Outreach Strategy - Preparation of an Outreach Strategy, a written document that describes the following:

1. The local flood hazard;
2. The flood safety and property protection measures appropriate for that hazard;
3. The flood-related public information activities currently implemented within the community;
4. Goals for the community's public information program;

5. The outreach projects that will be done each year to reach the goals; and
  6. The process that will be followed to monitor and evaluate the projects.
- F. Prepare a Hazard Mitigation/Floodplain Management Plan in accordance with FEMA and CRS (Community Rating System) regulations that will include the following components:
1. Documentation of the planning process used to develop the Plan, including how it was prepared, who was involved in the process and how the public was involved.
  2. A risk assessment that provides the factual basis for activities proposed in the strategy to reduce losses from identified hazards and includes the following:
    - A) Description of type, location and extent of all natural disasters that can affect the City of Gulfport.
    - B) A description of the City's vulnerability to the hazards that are identified in the following terms:
      - i. The types and numbers of existing and future buildings, infrastructure and critical facilities located in the identified hazard areas.
      - ii. An estimate of the potential dollar losses to vulnerable structures identified and a description of the methodology used to prepare the estimate.
      - iii. General description of land uses and development trends within the City.
  3. A mitigation strategy that provides a blueprint for reduction of potential losses identified in the risk assessment and includes the following:
    - A) A description of mitigation goals to reduce or avoid long-term vulnerabilities to the hazards identified.
    - B) A section that identifies and analyzes a comprehensive range of specific mitigation action and projects being considered to reduce the effects of each hazard, with particular emphasis on new and existing building and infrastructure.
    - C) An action plan describing how the actions identified in vulnerability assessment will be prioritized, implemented and administered by the Local Government.
  4. A maintenance plan process that includes the following:
    - A) A section describing the method and schedule of monitoring, evaluating and updating the mitigation plan within a five-year cycle.
    - B) A process by which the Local Government incorporates the requirements of the mitigation plan into other planning mechanisms such as comprehensive or capital improvement plans when appropriate.
    - C) Discussion on how the City will continue public participation in the plan maintenance process.
  5. Documentation that the Plan has been formally adopted by the City Council.

- G. Staffing - The following staff will be used in undertaking the Scope of Work:
1. The professional Planner will be responsible for coordinating all the activities outlined in the Scope of Work, which are necessary for preparation of the updated plan, including but not limited to the following:
    - a) Preparation of the updated plan.
    - b) Serving as liaison between the City of Gulfport, MEMA and FEMA
    - c) Coordinating all public and private agency involvement in the planning process.
    - d) Conducting public hearings and neighborhood meetings.
  2. The GIS Mapping Technician will be responsible for preparation of all maps that are required as part of the updated plan.
  3. The Engineer will assist in the development of activities to mitigate against flood damage losses.

- H. Adopt Plan
1. Conduct public hearing on draft Plan.
  2. Conduct City Council Workshop and public hearing to present draft Plan.
  3. Prepare resolution approving the Final Hazard Mitigation/Floodplain Management Plan.

- I. Serves as liaison and coordinator for the City of Gulfport in FEMA and MEMA review and approval process for the Plan.

- J. Work Schedule and Timelines - in undertaking the above Scope of Work, the City will adhere to the following work schedule and timelines:

Prepare Plan Development/Public Involvement Schedule	10 Days
Prepare Goals and Objectives	60 Days
Review Flood Insurance Claims	60 Days
Review Repetitive Loss Properties List for Accuracy	60 Days
Identify Hazards	90 Days
Prepare Profiling of Hazard Events	90 Days
Conduct Vulnerability Assessment	120 Days
Prepare Community Capability Assessment	120 Days
Prepare Action Plan Recommendation	120 Days
Prepare Procedure for Warning and Evacuation	150 Days
Prepare Natural and Beneficial Factors of Flooding	150 Days
Prepare Development, Redevelopment and Population Trends	150 Days
Prepare Goals/Objectives for Mitigation of Natural Hazards	150 Days
Review Action Plan Recommendations	150 Days
Prepare Public Information Outreach Strategy	160 Days
Finalize Plan/Submit to CRS, MEMA and FEMA	180 Days

### III. PROPOSED FORMAT

#### A. Technical Proposal

**NOTE: DO NOT INCLUDE ANY COSTS OF ANY KIND IN THIS SECTION**

1. Organizational Qualifications – Describe your experience, capabilities and other qualifications for this project. Include references, name of project, point of contact, phone number).
2. Experience – information regarding the experience of the individual(s) that will be assigned to the project.
3. Capacity for Performance – Describe how the project will be organized and managed in accordance with the scope of work. Include the title and staff available to be assigned to this project. Describe the resources necessary to accomplish the scope of work.
4. Cost – Cost to deliver the plan in a six (6) month period. This item will be submitted in a separate, sealed envelope marked **COST PROPOSAL FOR MITIGATION PLANNING, GRANT PREPARATION AND ADMINISTRATION SERVICES FOR THE CITY OF GULFPORT, MS.** See Page 12 of 12.

### IV. CRITERIA FOR SELECTION

The following selection criteria are examples of areas that WILL be used as the basis for the evaluation of proposal.

- A. Qualifications
- B. Experience
- C. Capacity for Performance
- D. Price

### V. CONTRACT ADMINISTRATION

#### A. Project Manager

| The City of Gulfport will designate a Project Manager to coordinate this project for the City. The successful responder will perform all work required pursuant to the contract under the direction of and subject to the approval of the designated Project Manager.

**B. Expenses of Preparing Responses to this RFP**

The City of Gulfport accepts no responsibility for any expenses incurred by the responders to this RFP in the preparation of their responses. Such expenses are borne exclusively by the responders.

**C. Submittal Instructions**

All proposals must be received in the Purchasing Office of the City of Gulfport, 1410 24<sup>th</sup> Avenue, Gulfport, MS 39501, no later than **5:00 o'clock p.m. August 14, 2012** after which time they will be referred to the Selection Committee.

One (1) original, five (5) copies and one (1) digitally converted copy of each proposal shall be submitted. Any proposal submitted after the date and time as noted will be returned unopened.

Each proposal will be evaluated for full compliance with the RFP instructions to the offeror and the mandatory terms and conditions set forth within the RFP document. The objective of the evaluation will be to recommend the firm who is most responsive to the herein described needs of the City.

Proposals submitted pursuant to this RFP shall be brief and to the point. All proposals submitted under this RFP shall become the property of the City of Gulfport and will not be returned

**D. Proposal Duration**

Proposals submitted in response to this RFP must be valid for a period of ninety (90) days from proposal submission deadline, and must be so marked.

**E. Acknowledgement of Addenda**

Addenda may be issued in response to changes in the Request for Proposals. Addenda must be acknowledged by signing and returning the addenda form. Acknowledgements must be received no later than the proposal due date. If acknowledgments are returned with the proposal, they must be submitted with the technical proposal only. Failure to properly acknowledge any addendum may result in a declaration of non-responsiveness by the Governing Authority.

## **VI. AWARD OF CONTRACT**

A selection committee will review and rate all proposals and may determine an interview list of the firms whose proposal are highest rated based on qualifications and information provided in Section III., Proposal Format and Section IV., Criteria for Selection.

Interview listed firms will be scheduled for oral presentation to the selection committee, not to exceed one hour's duration, responding to questions from the selection committee relevant to the firm's proposal.

The selection committee may then rescore all interview-listed firms based on the information submitted and oral interview, and compile a new list ranking those firms. After all rating is completed, the committee will open cost proposals of only the final short listed firms and will include the cost proposal information along with its recommendation to the Administration and City Council, who will make the final decision as to award of Contract.

### **Authorizations**

Proposals are to be signed by those officials and agents duly authorized on behalf of their respective institutions to sign proposals and contracts.

### **Contract Period**

The contract period shall be from the date of award anticipated to be from September 15, 2012 through February 15, 2013.

### **Disqualification of Proposer**

Although not intended to be an inclusive list of causes for disqualification, any one or more of the following causes, among others, may be considered sufficient for the disqualification of a proposer and the rejection of his proposal:

1. Evidence of collusion among proposers.
2. Lack of competency as revealed by either financial statements and/or experience as submitted or other factors.
3. Lack of responsibility as shown by past work, judged from the standpoint of workmanship as submitted.
4. Default or termination on a previous contract for failure to perform or otherwise.

### **Questions**

Questions regarding this RFP should be directed to the Purchasing Office by email: [cdebenport@gulfport-ms.gov](mailto:cdebenport@gulfport-ms.gov) or facsimile (228) 868-5705, *not less than seven (7) business days* prior to the proposal due date. All questions must be submitted *in writing*; telephonic inquiries will not be considered.



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### Direct Contact

**Direct contact with any City employee, including the Governing Authority, on the subject of this proposal, is strictly forbidden. Violation of this paragraph will result in disqualification of your proposal.**

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### Trade Secrets/Proprietary Information

Trade Secrets or Proprietary information submitted by an, offeror, or contractor in connection with a procurement transaction shall not be subject to public disclosure under the Mississippi Freedom of Information Act; however, the, offeror or contractor must invoke the protections of this section prior to or upon submission of data or other materials to be protected and state the reasons why protection is necessary. *Price quotations in proposals submitted to the City are not “proprietary” or “confidential”.* They are considered public information.

Please mark one:

☐ **No**, the submittal I have turned in does not contain any trade secrets and/or proprietary information.

☐ **Yes**, the submittal I have turned in does contain trade secrets and/or proprietary information. If **YES**, please list the *page numbers* **and** the *reasons* why the information is considered a trade secret and/or proprietary information. These pages shall be conspicuously labeled “PROPRIETARY INFORMATION” in **red** ink at the top and bottom center of each page.

### Do Not Mark the Whole Proposal Proprietary

The contractor will be and state that he is an equal opportunity employer in all solicitations or advertisements.

For the purposes of this subsection, “A drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this subsection, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

**Complete the following information and return the form with your package.**

1) If you are a SBE, MBE or WBE, please check one of the following boxes:

☐

**SBE**

☐

**MBE**

☐

**WBE**

2) If you are not a SBE, MBE, or WBE and you do not plan to utilize such firms in this contract, please state your reasons:

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**Minimum Insurance Requirements**

Professional Liability:	\$1,000,000	Each Person
	\$3,000,000	Total Aggregate
Workers Compensation:	\$500,000	Each Accident
	\$500,000	Each Employee Disease
	\$500,000	Policy Limit Disease

## **VENDOR INFORMATION**

***Contact Information*** - please provide the following information:

Company/Firm Name	
Authorized Representative	
Address (Primary Office)	
Address (Other Office(s))	
Phone Number	
Facsimile Number	
Email	
Website (if available)	

### **“Projected Timetable”**

Description	Date
Advertisement	July 19, 2012 July 26, 2012
Questions in writing cut-off	July 31, 2012
Amendment/Addendum	NLT August 10,2012
Proposals due	August 14, 2012
Distribute to selection committee	August 14, 2012
Grading by selection committee	August 14, 2012
Contract negotiations and placement on agenda for council approval	September 4, 2012

**COST PROPOSAL**

**THIS PAGE MUST BE SUBMITTED IN A SEPARATE, SEALED ENVELOPE**

**A. Cost Proposal**

The cost proposal **must be** submitted in a separate, sealed envelope with the responder's name and the title of the RFP clearly identified on the outside of the envelope.

**Place:** Office of Procurement, 1410 24<sup>th</sup> Avenue, Gulfport, Mississippi, 39501

**Date:** \_\_\_\_\_

**Proposal of:** Professional Services to provide Mitigation Planning, Grant Preparation & Administrative Services

(\_\_\_\_\_), organized and existing under the laws of  
Company/Firm name

The State of \_\_\_\_\_, doing business as \_\_\_\_\_

**To: City of Gulfport  
1410 24<sup>th</sup> Avenue  
Gulfport, MS 39501**

Gentlemen, in compliance with your invitation for proposals for:

**MITIGATION PLANNING, GRANT PREPARATION AND ADMINISTRATIVE  
SERVICES**

**FOR THE CITY OF GULFPORT, MISSISSIPPI**

Having examined the proposal documents, and scope of work, we do hereby propose to provide professional services and meet and satisfy all requirements and duties in accordance with the contract documents and at the price stated below. This price is to cover all expenses incurred in adequately and properly performing the work and services required under scope of work of this proposal.

\$\_\_\_\_\_

Proposer acknowledges receipt of the following addenda:

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_